

ADMINISTRATIVE - INTERNAL USE ONLY

0723901

16 JUL 1965

**MEMORANDUM FOR:** Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

**SUBJECT** : Briefings for DD/S and ADD/S

1. The Deputy Director for Support requests that you and your Deputy meet with him and the Assistant Deputy Director for Support for a briefing to cover current operations of your office, problems, programs, personnel management plans (current as well as projected), etc. It is requested that charts not be used.

2. The following schedule has been established for these briefings:

Finance	Friday, 23 July	4:00
Communications	Monday, 26 July	3:30
Training	Wednesday, 28 July	3:30
Logistics	Thursday, 29 July	3:30
Personnel	Friday, 30 July	3:30
Medical Services	Monday, 2 August	3:30
Security	Monday, 9 August	3:30

STATINTL

  
**Executive Officer to the  
Deputy Director for Support**

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
☒ DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 19/01/82 REVIEWER: 018995

ADMINISTRATIVE - INTERNAL USE ONLY

DDI 5160

~~CONFIDENTIAL~~

25 June 1965

MEMORANDUM FOR: Chief, Intelligence School  
Chief, Language Training School  
Chief, School of International Communism  
Chief, Mid-Career & Senior Officer Courses  
Chief, Management Training

SUBJECT : Request for Information

1. DDTR has asked me to pass this request on to you -- he would like you to provide him with information about your different offices and their activities. It should be in sufficient detail to serve as the basis for a twenty to twenty-five minute presentation. By way of general guidance, he is interested in any important general comments you have to make about your units and their work. In addition, he wants a listing of the most important functions you have to carry out and a description of how this is done. He also wishes illustrative material on achievements and accomplishments. This may include statistics. Mention should also be made of the size of your staffs and the courses which you give. DDTR would prefer to have you err on the side of fullness rather than paucity of information.

2. He desires this information by COB, 2 July. Please put it on 5 x 8 cards and have it typed (double spaced).

"signed"

  
Chief, Plans and Policy Staff

25X1A

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
☒ DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 70-2  
DATE: 19/01/87 REVIEWER: 018995

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

~~CONFIDENTIAL~~